



United States Department of State

U.S. Embassy Pristina

INTERNAL VACANCY ANNOUNCEMENT

12/2013

OPEN TO: ALL INTERESTED INTERNAL/EXTERNAL CANDIDATES
POSITION: **INTERPRETER/ADMINISTRATIVE ASSISTANT**
OPENING DATE: JULY 1, 2013
CLOSING DATE: JULY 15, 2013
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN 8 (16,291.00 €)

U.S. Embassy Pristina is seeking a qualified individual for the position of
INTERPRETER/ADMINISTRATIVE ASSISTANT in USAID .

BASIC FUNCTION OF POSITION

Serves as interpreter for the Mission Director, Deputy Mission Director, and other USAID offices when necessary. Also serves as the back-up administrative assistant to the Mission Director and Deputy Director as required.

DUTIES & RESPONSIBILITIES

A- As an interpreter, the incumbent scans the daily press and brings articles of interest to the attention of the Mission. He/she may then translate these articles from local languages (Albanian and Serbian) into English. Also prepares official documents in English or local languages, as appropriate. These translations may be highly technical in nature, involving economic, political, legal, agricultural or other complex terminology. Provides "full service," 24/7 interpretation services to senior Mission management between the languages of Albanian, Serbian, and English. This includes, but is not limited to, simultaneous interpretation for the Mission Director/Deputy Mission Director for speeches, ceremonies/presentations, press conferences/television interviews, official functions (parties, receptions, dining events), field trips, etc., between the languages of Albanian, Serbian, and English. From time to time, the incumbent is also asked to interpret for the U.S. Embassy in Pristina Chief of Mission and other senior U.S. Embassy officials. Interpretation is often done between high-level government officials, including the Prime Minister and President, as well as prominent leaders in Kosovar business, civil society, and political community. Interpretation is often highly technical in nature, involving economic, political, legal, agricultural, or other complex terminology. (50%)

B- Responsible for maintaining biographical information on officials with whom the Mission will interact. Works closely with the Development Outreach Coordinator and his/her staff to compile briefing materials and ensure official events are effectively coordinated. (20%)

C- Attends the daily press brief and provides briefings on USAID in the press and other media outlets. Collects news from various sources and political perspectives (on-line press services, newspapers, magazines, etc.) and translates/assembles them into a balanced and comprehensive daily compendium in English for Mission management, as well as USAID headquarters in Washington, DC. (20%)

D- As an back-up Administrative Assistant to the Front Office, provides full range of administrative support duties to the Mission Director and Deputy Mission Director; including, but not limited to, drafting official correspondence, grant agreement documents and implementation letters associated with the full range of political, economic, military, or other topics; transmitting documents between the Mission, Kosovar governmental institutions, other donors, representatives of business, the press, and non-government organizations. This also includes scheduling of meetings, keeping calendars, arranging travel, preparing travel vouchers, filing, making/receiving calls, ordering supplies, and other administrative duties as required by the Front Office. At the direction of the Mission Director or Deputy Mission Director, may provide back-up administrative assistance to other offices during the absence of the incumbent. (10%)

REQUIRED QUALIFICATIONS

Education: University degree is required. University degree in English studies, development, international relations, protocol, or diplomacy or Interpreter studies with English concentration is preferred.

Prior Work Experience: From one to three years of progressively responsible experience in language teaching, interpreting, or translating involving English, Albanian and Serbian language; and one to three years of experience in office administration.

Language Proficiency: Level 5 (professional translator ability) in English and Albanian required. Fluency in Serbian required, Level IV.

Knowledge: In addition to the required language knowledge for English and two local languages; the incumbent must be familiar with correspondence formats and highly technical, specialized terminology used in the conduct of foreign affairs (e.g. economic, political, legal, military) in order to provide accurate translations.

Skills and Abilities: Must be able to prioritize assignments in order to facilitate and support meetings between American and Kosovo officials. Must be able to deal effectively and professionally with all levels of persons both inside and outside the U.S. Mission. Administrative skills and ability to use a personal computer and standard computer software are essential.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.

3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver to:

HR OFFICE

NIRVANA BUILDING, THIRD FLOOR

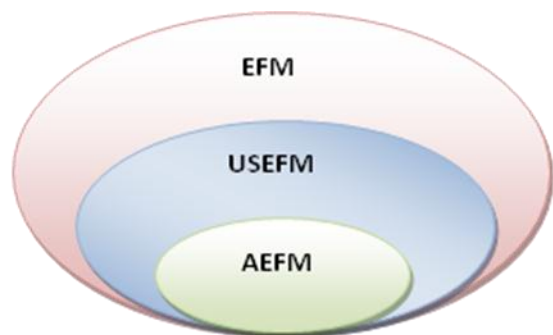
The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLOSING DATE FOR THIS POSITION:

JULY 15, 2013 - BY CLOSE OF BUSINESS

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), [Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).